

Digital Communication Outreach



Project Title	Digital Communication Outreach
Project Summary	Help us build a community of digital communication professionals. Lead the design and delivery of communications and initiatives that will improve the ability of employees to share information and provide GSA services online.
Country	United States
Agency	General Services Administration
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	2

Project Description

Great opportunity to make connections and learn about government. This internship provides an opportunity to develop the skills needed to effectively build and nurture a community of interest.

You will work with members of the Digital Communication PMO in the GSA Office of Strategic Communication to conduct engaging outreach activities that make GSA employees better digital communicators.

Establish an internal communications strategy in conjunction with the DComm PMO Director Foster collaboration, communication and sharing.

Ensure organizational initiatives and projects are successfully communicated to employees.

Plan and write content for a variety of internal communications mediums, including web, email, virtual meetings, and social media.

Create multimedia products to support ideas and increase engagement.

Research and contribute to a repository of best practices for the GSA web professional community.

Respond to feedback from staff and adjust communications content accordingly.

Desired Skills Interests

Additional Information

Required: Educational courses that teach strong written and oral communication skills. Familiarity with information technology, especially digital means of communication.

Preferred: Experience that demonstrates good interpersonal and relationship-building skills, as well as ability to devise communication strategies.

Ideal: Experience building or nurturing a community of interest through activities that engage and interest the intended audience.

Language Requirements

None